

# GAME OBSERVATION PROGRAM

## DEPARTMENT OF CHARITABLE GAMING

INSPECTOR: \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ GAME TIME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ DCG# \_\_\_\_\_

PHYSICAL GAME ADDRESS: \_\_\_\_\_

## I. PRELIMINARY:

- |   |      |       |
|---|------|-------|
| a. Is a valid gaming permit posted?                         | YES  | NO    |
| b. Is a DCG complaint and gamblers anonymous poster posted? | YES  | NO    |
| c. Are the house rules posted or on the game program?       | YES  | NO    |
| d. Is electronic verification in use?                       | YES  | NO    |
| e. Are security guards present at the session?              | YES  | NO    |
| If so, what is the method of payment for their services?    | CASH | CHECK |
| f. Is all of the gaming equipment in working order?         | YES  | NO    |
| If not, what equipment? _____                               |      |       |
| g. Is gaming being conducted within the time limits?        | YES  | NO    |

## II. GAME PROGRAM/SESSION

- |   |     |    |
|---|-----|----|
| a. Are there admission control procedures?                                      | YES | NO |
| Describe the procedures: _____  |     |    |
| Player Count: _____ Time: _____ Per organization: _____ Per head count: _____   |     |    |
| b. Are discounts given to players?  | YES | NO |
| If so, what are they? _____   |     |    |
| c. Does the game program accurately reflect the session?                        | YES | NO |
| If not, describe the games being played that are not on the game program: _____ |     |    |
| _____   |     |    |
| _____   |     |    |
| d. Are door prizes awarded during the session?                                  | YES | NO |
| i. If so, is each of them limited to \$25?                                      | YES | NO |

- ii. How many door prizes were awarded? \_\_\_\_\_
- iii. Are the awarded door prizes recorded? YES NO
- iv. List the awarded door prizes: \_\_\_\_\_  
 \_\_\_\_\_
- e. Is decision bingo being played? YES NO
- If so, is it listed on the game program? YES NO
- Is the reconciliation schedule (Form 104-C) being used? YES NO
- f. Is "Lucky Seven" being played? YES NO
- If so, is it listed on the game program? YES NO
- Is it being played according to the established "Rules of Play"? YES NO
- If not, describe the reason? \_\_\_\_\_  
 \_\_\_\_\_

### III. ELECTRONIC BINGO

- a. Who is loading the electronic bingo devices? ORG SUP
- b. Are the devices loaded on-site? YES NO
- c. Are players allowed to reserve a device? YES NO
- d. Are players given a receipt showing the number of faces purchased? YES NO
- e. Are rentals and exchange of devices handled by a volunteer? YES NO
- f. If a player wins on a device, is the winner verified? YES NO
- g. How many electronic bingo devices are being used? \_\_\_\_\_
- h. How are the voids done for the devices and when? \_\_\_\_\_  
 \_\_\_\_\_
- i. What is the pricing structure for the devices per the number of faces? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IV. PAPER BINGO

- a. Are the regular game prizes \$100 or less? YES NO
- b. Are the total jackpot prizes \$1,000 or less? YES NO

c. Are loose sheets being sold on the floor? YES NO

If so, are the forms being properly reconciled? YES NO

d. Describe the price structure (admission, floor sales, type of paper, etc.): \_\_\_\_\_

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e. Describe the paper being sold on the floor: \_\_\_\_\_

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#### V. INSTANT BINGO

a. Is a flare being posted for all games in play? YES NO

b. Are instant dispensing machines being used? YES NO

c. Are the instant deals being removed from the box and mixed thoroughly before being sold? YES NO

d. Are the winning cards being defaced when paid? YES NO

e. Are all of the winning cards, including free plays, being used to reconcile? YES NO

f. Are instant deals being sold to completion? YES NO

If not, are the unsold cards being discarded? YES NO

g. Is a record being kept for all instant/seal card winners over \$250? YES NO

h. Are all the flares being kept as part of the gaming record? YES NO

i. Is the reconciliation schedule (Form 105) being properly completed? YES NO

j. Does the reconciliation schedule (Form 105) contain all pertinent info? YES NO

If not, what is missing? \_\_\_\_\_ Serial Number \_\_\_\_\_ Deal Name  
 \_\_\_\_\_ Cash Payout \_\_\_\_\_ Expected Profit  
 \_\_\_\_\_ Cash on Hand \_\_\_\_\_ Overages/Shortages  
 \_\_\_\_\_ Gross Income

k. Are instants being sold on the floor? YES NO

If so, are internal controls present to account for such sales? YES NO

## VI. VOLUNTEERS

- a. How many volunteers are working the session? \_\_\_\_\_
- b. Are any of the volunteers under the age of 18? YES NO
- If so, does the organization have on file written permission  
from a parent/guardian giving the volunteer consent to work? YES NO
- c. Who is the on-site Game Manager? \_\_\_\_\_
- d. Do the volunteers receive any food or non-alcoholic beverages? YES NO
- i. If so, what is the method of payment to the vendor  
for providing the food or beverage? CASH CHECK
- ii. Who is the vendor? \_\_\_\_\_
- iii. Do the volunteers sign for any of the food or beverage  
they have received? YES NO
- iv. Does the cost exceed \$8 a volunteer? YES NO

## VII. SUPPLIES

- a. What companies are supplying this organization? \_\_\_\_\_  
\_\_\_\_\_
- b. Is the access to the storage area limited to certain members? YES NO
- c. If the organization rents their gaming facility, then does the  
landlord have access to the storage area? YES NO
- d. Does the organization have a storeroom inventory of its paper  
and instant supplies? YES NO
- e. What are the observations about the organization's storeroom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VIII. NOTES

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